

Auburn Municipal Civil Service Commission 2024-2025

Jack Hardy, Chairperson
Mikel Zank, Commissioner
Christina Tomasso, Commissioner

APRIL 25, 2024



"History's Hometown"

CITY OF AUBURN

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Civil Service Commission Service Provided

- The Auburn Civil Service Commission administers Civil Service Laws for the City of Auburn, Auburn Enlarged School District and Auburn Housing Authority. The Auburn Civil Service Commission consists of three part-time commissioners, not more than two of whom shall at any time be adherents of the same political party.
- Municipal Commissioners are local officers but act for the general public in carrying out the provision of the NYS Civil Service Law and the Local Civil Service Rules. They are not an agent of the City of Auburn, Auburn Enlarged School District or Auburn Housing Authority.



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Civil Service Staffing

Current Structure is made up of 1 FTE and 3 PTE

One Civil Service Clerk
Three part-time Commissioners



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Civil Service Budget

	24-25 Budget	23-24 Budget	23-24 Actual to Date
Civil Service	\$80,041	\$87,382	\$61,752.73



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Civil Service Commission Contractual Budget Prior Year Comparison

	Requested	Budget 23-24	Actual to Date 23-24	Budget 22-23
Supplies	\$ 250.00	\$ 700.00	\$ 53.59	\$ 549.50
Services	\$ 1710.00	\$ 7,500.00	\$ 5,829.38	\$ 6,161.83
Travel/Prof Dev	\$ 250.00	\$ 700.00	\$ 0.00	\$ 0.00
Fees	\$ 300.00	\$ 300.00	\$ 0.00	\$ 100.00



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Civil Service Administration

- Auburn Civil Service Commission administered 33 exams in 2023 for 178 applicants
- Police Officer exam are given on a more frequent basis (once a year as opposed to every two or four years)
- Promotional Police Department and Fire Department exams are offered every two years



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Civil Service Administration

- Wastewater Treatment Plant Operator Trainee, Custodian, Clerk exams are given as needed
- EMT and Paramedic applications accepted as part of the Continuous Recruitment program
- Continued community engagement (Veteran resource fairs, talks at Auburn High School) and job fair participation



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**WE'RE
HIRING!**